

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Current Interest Items

1. Security Classification of Credit Union Reports

As a result of review of the data contained in an annual report to the Bureau of Federal Credit Unions, a determination was made to classify the 1963 report. (In previous years, the report was submitted as an unclassified document.) The Regional Office of the Bureau has refused to accept this report, first on the grounds that they did not agree that a classification was required and second on the grounds that they had no appropriate facilities for receiving, processing, and storing classified material. Bureau Officials and the Director of Security for HEW (the parent Department over the Bureau) will meet with representatives of the Office of Security and the Benefits and Services Division on Tuesday, 31 March, to discuss this problem and its solutions. Tentatively, our proposal will be to establish arrangements similar to those we have with the HEC and CSC's Retirement Division. Such arrangements will be to supply safe-keeping equipment to the Bureau of Federal Credit Unions and to arrange security checks for those individuals who must have access to classified reports from the Agency.

We will report the results of this meeting to you.

2. Clerical Recruitment

In order to offset in part the impact of the decision not to employ clericals on a summer-only basis, plans are being developed to accelerate the EOD of clericals destined for assignment elsewhere in the Agency for initial temporary assignment to RI Division. Under this proposal, such employees would be officially charged to IAS while detailed to RI but RI would reimburse the IAS cost center for the salary and related charges involved. A formal paper is being written on this proposal and will be forwarded for approval.

3. Use of Franked Envelopes

The Personnel Recruitment Division has explored the feasibility of using franked envelopes for sending and receiving applications and for routine overt correspondence to and from field recruitment officers. Neither the Office of Security nor the Office of Logistics has offered any objections. These envelopes can be used only when the Agency can be identified as the sender or recipient. Even so, we believe some savings will result: the envelope now used for sending application forms usually costs 45¢ in postage, the fee for a franked envelope of this size is 15¢.

In addition to possible modest savings in postage charges, we expect two other benefits to result:

- a. Applicants who do not intend to complete application forms are more likely to return the blank forms to us if they do not have to pay 45¢ postage to do so. This will notify us that he does not intend to apply and thus reduce the number of pending

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cases in the file. Also, as a matter of principle, it has been held over the years that sets of our application forms should not be scattered all over the country in an uncontrolled distribution. Return of unused forms will relieve this problem.

b. Applicants expect government agencies to provide franked envelopes for the return of application forms. Although the amount of money involved is insignificant, there will be, we believe, an intangible benefit in the applicant's reaction.

**4. Personnel Records Task Force**

The Deputy Chief, Plans and Review Staff has been named to chair a task force to study the basic purposes served by personnel records and the scope and significance of the data recorded. It is anticipated that the Task Force's conclusions will provide bases for improving our recording procedures and our reporting system.

The Task Force will be comprised of full-time representatives from the Office of Personnel Divisions most directly concerned and advisory representatives from other OP Divisions. The group will meet monthly with an advisory group comprised of OP Division and Staff Chiefs to report progress and discuss problems and solutions. At a later stage, representatives of each Directorate will also be asked to meet with the Task Force in an advisory capacity.

**5. Classification Survey of Registry and Mail and File Positions**

The Chief, Salary and Wage Division advises that, in view of the high Agency average grade in comparison with other comparable agencies, resulting primarily from a higher grade structure in clerical position categories, he considers it desirable to review clerical positions of different types to determine which can properly be reduced without serious effect on employees or morale. The Agency's average grade is increasing with gradually rising levels of professional categories and the elimination of clerical positions to conform to ceiling limitations. This increase is likely to grow with the reduced demand for clerical personnel under present ceiling restrictions and the necessity for more effective utilization of clerical personnel.

Initially, the Chief, SWD, believes it would be desirable to undertake a review of registry and mail and file positions in the Agency; for the present, exclusive of RI Division. The review could later be extended to include other clerical position categories, such as typists and stenographers. This will be consistent with practice in other agencies. Since the Civil Service Commission lowered the recruitment levels for typists and stenographers to GS-2 and GS-3 on 1 January, upon authorizing travel pay, there is now greater emphasis elsewhere in the Government on more realistic levels for such jobs.

SWD will audit positions throughout the Agency, determine effective and appropriate grading patterns; and develop a report listing all positions

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which would be affected, with present grades, proposed grades, and effect on employees; subject, of course, to approval by the Director of Personnel before action.

#### 6. Women in the Federal Service

On 23 March, [REDACTED] attended a special presentation given by the Civil Service Commission on Women in the Federal Service for Personnel Officers and their staffs. This presentation was an expanded version of one given to the Inter-Agency Advisory Group in October 1963 and covered the findings of statistical studies made by the Commission on the relative turnover and relative advancement of women in the Federal Service. (These studies have been published by the Commission and we have a reference copy.)

#### 7. Fitness Report Form - Evaluation of Supervisors

Through members of the Personnel Advisory Board, Agency Officers have been advised of the decision to defer adoption of special Form 45j's, Report of Supervisory Ability and Executive Potential. They have also been advised that special attention will be given over the next six months to the effectiveness with which the regular Form 45 is used for this purpose as a basis for establishing the need, or lack of it, for a special form. Our target date for reporting on this study is 5 October 1964.

#### 8. Recreation Program

The Director of Personnel and the Chief, Benefits and Services Division visited the State Department on 27 March to learn more about how their employee association conducts and funds its various programs. A proposal for the establishment and the financial and personnel support of an expanded Agency program will be submitted shortly.

#### 9. UHLIC and DENPA

As of 27 March, the last day for filing for the improved UHLIC coverage, applications for [REDACTED] applications had been received. The total of applications for the DENPA program has reached [REDACTED]

#### 10. Lenten Religious Services

At the Good Friday service on 27 March, attendance and offerings were as follows:

	<u>Attendance</u>	<u>Offering</u>
Protestant Service	319	\$80.13
Catholic Service	301	78.13

Totals for the Lenten season are as follows:

Protestant Services	1,613	\$292.29
Catholic Services	2,548	410.20
Total	4,161	\$702.49

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11. Fund Drive

As of the close of business 27 March, 53% of the envelopes issued for the National Health Agencies and Joint Crusade campaign had been returned. (Keymen have been urged to turn in all remaining envelopes by 31 March.)  
Results as of 27 March:

	<u>National Health</u>	<u>Joint Crusade</u>
Participation (% of envelopes returned w/contributions)	85%	70%
Average Contribution	25X1A	
Amount contributed	\$18,207.50	\$10,868.59

1963 Results:

Participation	25X1A 85%	75%
Average Contribution		
Amount contributed	\$31,363.44	\$15,924.49

Ernest D. Echols  
Director of Personnel

Distribution:

0 & 1 - Addressee  
1 - [REDACTED] 25X1A9a

1 - D/Pers subj  
1 - D/Pers chrono

25X1A9a OD/Pers/[REDACTED] (30 March 1964)

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